

**DIVISION CIRCULAR #4
(N.J.A.C. 10:40)**

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES**

EFFECTIVE DATE: May 3, 2004

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(Rescinds Division Circular #4, "Principles and Goals of the Division of Developmental Disabilities, issued May 27, 1999)

- I. **TITLE:** Principles and Goals of the Division of Developmental Disabilities
- II. **PURPOSE:** To identify the mission of the Division of Developmental Disabilities and the goals that guide its delivery of services to eligible individuals.
- III. **SCOPE:** This circular applies to all components of the Division.
- IV. **GENERAL STANDARDS:**

NOTE: The remainder of this circular is the adoption of the Principles and Goals of the Division of Developmental Disabilities as it appears in N.J.A.C. 10:40.

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Division of Developmental Disabilities

CHAPTER 40

ORGANIZATIONAL RULE

SUBCHAPTER 1 - GOALS AND RESPONSIBILITIES

10:40-1.1 Goals of the Division of Developmental Disabilities

(a) The goals of the Division of Developmental Disabilities are as follows:

1. To provide evaluation, functional and guardianship services to eligible persons;
2. To ensure and advocate for the rights of individuals served, to provide for their health, safety and welfare, and to protect individuals served from abuse, neglect and exploitation;
3. To develop an individualized habilitation plan for each individual admitted to ongoing services;
4. To provide prompt, effective and individually appropriate care, treatment, training and habilitation to persons;
5. To establish and implement procedures for determination of eligibility for services of the Division;
6. To develop an array of services to enable eligible individuals to be sustained in their own home or other safe, wholesome and supportive living arrangements as may be most appropriate for the individual;
7. To help families of eligible individuals to develop an understanding and acceptance of both the capabilities and needs of their relatives;
8. To plan for and ensure appropriate utilization of generic and specialized private and public resources and to recommend and secure alternate services when needed;
9. To establish standards for services, whether provided or purchased on behalf of eligible individuals. Such standards shall address the scope and quality of the services as well as recognize unique needs;
10. Through continual assessment of the Division's programs, to ensure that the individual's needs are met and that established program standards are maintained;

11. To provide consultation to organizations and committees (public or private) which work toward improving opportunities for individuals with developmental disabilities;
12. Through research and public education, to contribute to an increase understanding of developmental disabilities;
13. To integrate and maximize the use of Federal, State or local and private resources in providing essential services to eligible persons and their families;
14. To develop and sustain working relationships with other public and private agencies to ensure a continuum of services;
15. To provide effective management of the Division's programs and services within the appropriation; and
16. To promote positive employee relations through adherence to policies of non-discrimination, fair employment practices, promotional opportunities and good work environments.

SUBCHAPTER 2. COMPOSITION OF THE DIVISION

10:40-2.1 Organization for the provision of mandated services

- (a) The Division of Developmental Disabilities operates as an integral part of the Department of Human Services.
- (b) Programs and services of the Division are administered by a Director, who is appointed by the Commissioner, Department of Human Services, a Deputy Director, three Assistant Directors and two Regional Assistant Directors.
- (c) Under the direction of a Regional Assistant Director for the South, the Division operates a vast network of community based services including, but not limited to, residential placement services, adult training programs for persons over age 21, supported employment programs, case management and referral services as well as four developmental centers located in Vineland, Woodbine, Woodbridge and New Lisbon. Each center is operated under the direction of a Chief Executive Officer and an Assistant.
- (d) Under the direction of a Regional Assistant Director for the North, the Division operates a vast network of community based services including, but not limited to, residential placement services, adult training programs for persons over age 21, supported employment programs, case

management and referral services as well as three developmental centers located in Clinton, Totowa and Green Brook. Each center is operated under the direction of a Chief Executive Officer and an Assistant.

- (e) Under the direction of a Bureau Chief, the Division provides guardianship services for eligible adults who are judged to be incompetent and eligible orphaned or abandoned children. The program is administered from three regional offices located in the central, northern and southern sections of the State. Each regional office is under the direction of a Regional Administrator.
- (f) An Assistant Director for Community Outreach and Constituent Relations coordinates the Division's new initiatives, Family Support Program, Self-Determination Program, and Vocational/Employment Programs.
- (g) An Assistant Director for Operations coordinates the Division's communications, Research, Grants, Management Services, administration of the Community Care Waiver program, Foster Grandparent Services, and provides Information Technology support for all Division components.
- (h) An Assistant Director for Quality Enhancement coordinates the Division's Office of Program Support, Quality Improvement, Administrative Practices and Division Training.
- (i) The Division's Central Office, comprising of management and support staff, provides executive management, budgetary and technical assistance to the various operating units in the Division.